
Chapter 14: International Organizations

Organization for Economic Cooperation & Development**B140101 OECD Program Files**

Description: Action and information copies of airgrams, telegrams, etc., concerning OECD, its Council meetings, Executive Committee meetings and relations with other organizations.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 1

B140102a Chronological Files

Description: a. Files used as an index to Central Subject Files.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 4a

B140102b Chronological Files

Description: b. All other files.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 4b

B140103 Post Information Files

Description: Information copies of airgrams and telegrams on which no action is taken and that are not sufficiently pertinent to post operations to warrant incorporation in the Central Subject files.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 3

B140104 Mission Advisors Files

Description: Working papers, correspondence, information copies of telegrams and airgrams for Mission Advisors for Energy, Trade, Finance, Education/Labor, Economic Policy, Investment Affairs, Development Assistance and Science and Technology.

Disposition: Destroy when 3 years old or after purpose has been served, whichever occurs first.

DispAuthNo: NC1-84-76-3, item 2

Chapter 14: International Organizations

B140105a Security Trade Control Records

Description: a. COCOM Subject/Chron Case Files and equivalent subject and chron case files maintained separately prior to 1974.

Disposition: Retire to RSC when 5 years old. Destroy when 25 years old.

DispAuthNo: NC1-84-76-3, item 5a

B140105b Security Trade Control Records

Description: b. U.S. Chrons.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 5b

B140105c Security Trade Control Records

Description: c. General Subject Files.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 5c

B140105d Security Trade Control Records

Description: d. Operating Committee Documents.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 5d

B140105e Security Trade Control Records

Description: e. Monthly and Annual COCOM Statistical Reports.

Disposition: Destroy when 5 years old.

DispAuthNo: NCI-84-76-3, item 5e

B140105f Security Trade Control Records

Description: f. Country files consisting of information copies of telegrams regarding bilateral trade.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-76-3, item 5f

Chapter 14: International Organizations

B140105g Security Trade Control Records

Description: g. COCOM Budget and Administrative Files.

Disposition: Retire to RSC when 5 years old. Destroy when 25 years old.

DispAuthNo: NC1-84-76-3, item 5g

B140105h Security Trade Control Records

Description: h. List Review Files.

Disposition: Retire to RSC when 10 years old. Destroy when 25 years old.

DispAuthNo: NC1-84-76-3, item 5h

B140105i Security Trade Control Records

Description: i. Operating Committee Documents.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 5i

Chapter 14: International Organizations

United Nations Educational, Scientific & Cultural Organizations**B140201a UNESCO Program Files**

Description: Consists of documents of the Executive Board and General Conference, including airgrams, telegrams, memoranda, press releases; and publications concerning all aspects of UNESCO operations and U.S. Representative actions relative thereto.

a. Delegate Reports to General Conference Executive Board and Major Inter-governmental meetings, summary records of Central Conference and Executive Board meetings.

Disposition: Destroy 5 years after termination of Mission.

DispAuthNo: NC1-84-76-3, item 6a

B140201b UNESCO Program Files

Description: b. All General Conference Executive Board and Major Intergovernmental meetings, summary records of General Conference and Executive Board meetings.

Disposition: Destroy after two consecutive biennial conferences.

DispAuthNo: NC1-84-76-3, item 6b

B140201c UNESCO Program Files

Description: c. All administrative and operational records of the Delegation.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 6c

B140202 Applicant Files

Description: Consist of airgrams, telegrams, letters, and curriculum vitae (CV) concerning appointments for positions to UNESCO Headquarters and Field organizations.

Disposition: Destroy 2 years after date of last activity.

DispAuthNo: NC1-84-76-3, item 7

Chapter 14: International Organizations

U.S. Mission to the European Communities**B140301 Economic Program Files**

Description: Consists of airgrams, telegrams, working papers, press clippings, news releases, documents issued by European Community organizations and GATT, memos of conversations, etc., dealing with all aspects of the European Communities activities in Trade and Industrial Policy, Agricultural Policy, Aid to Less Developed Countries, Financial and Monetary matters.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 8

B140302 Country Files (LDC)

Description: Informational material dealing with various aspects of Aid to less Developed Countries and Economic Development in specific countries.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 9

B140303 Political Program Files

Description: Consists of airgrams, telegrams and other documentation concerning political and related economic activities of the European Communities.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 10

B140304a Labor Program Files

Description: Consist of airgrams, telegrams, correspondence and other documentation dealing with national and international labor organizations and their activities in the European Community.

a. Files dealing with ICFTU, WCL, ETUC and EMF.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-84-76-3, item 11a

Chapter 14: International Organizations

B140304b Labor Program Files

Description: Consist of airgrams, telegrams, correspondence and other documentation dealing with national and international labor organizations and their activities in the European Community.

b. All other files.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 11b

B140305 Biographic Files

Description:

Disposition: See item 010203 for records disposition authority.

DispAuthNo:

B140306 Office Administration Files

Description: Consist of correspondence, reports and other documentation accumulated incident to budget, personnel, general services and other administrative activities.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 12

U.S. Mission to North Atlantic Treaty Organization**B140401 NATO Program Files**

Description: Consists of telegrams, airgrams and other documents concerning the political, economic, defense and other substantive activities of NATO members and relevant non-member countries.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 13

B140402 Political and Economic Section Working Files

Description:

Disposition: Destroy after purpose has been served or when 3 years old, whichever occurs first.

DispAuthNo: NC1-84-76-3, item 14

Chapter 14: International Organizations

European Office of the UN & Other International Organizations**B140501 Subject and Country Files**

Description: International Economic Affairs Subject and Country Files consist of correspondence, memoranda, telegrams, airgrams and documents of GATT, EC and other International Economic Organizations concerned primarily with GATT activities and operations and U.S. activities related thereto.

Disposition: Permanent. Retire to RSC when 20 years old. Transfer to National Archives when 30 years old.

DispAuthNo: NC1-84-76-3, item 15

B140502 Article Files

Description: Documents and related correspondence concerning specific GATT Articles. This material is now maintained as part of the General Economic Subject/Country Files.

Disposition: Permanent. Retire to RSC with related block of Economic Subject/Country Files (item 140501). Transfer to National Archives for permanent retention when 30 years old.

DispAuthNo: NC1-84-76-3, item 16

B140503 Reserved for future use

Description:

Disposition:

DispAuthNo:

B140504 ECE Program Files

Description: Consist of telegrams, airgrams, correspondence and other documentation concerning ECE activities and operations and U.S. actions relative thereto.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-76-3, item 18

B140505a UN Specialized Agency Files

Description: Consist of correspondence, telegrams, airgrams and other documents dealing with the activities of ITU, ILO and other Specialized Agencies of the UN.

a. Records dealing with policy, structure and organization.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-84-76-3, item 19a

Chapter 14: International Organizations

B140505b UN Specialized Agency Files

Description: b. All other records.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-76-3, item 19b

B140506 International Organizations Document Collections

Description: Consist of documents issued by GATT, ECE and other international organizations.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 20

B140507 Narcotics Program Files

Description: General correspondence, position papers, telegrams, etc., concerning drug control and regulations and other matters relating to narcotics.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-84-76-3, item 21

B140508a UN Commission on Narcotics Drug Files

Description: Documentation of Commission meetings and related position papers, communications, reports, etc.

a. Position papers and policy documents.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-84-76-3, item 22a

B140508b UN Commission on Narcotics Drug Files

Description: Documentation of Commission meetings and related position papers, communications, reports, etc.

b. All other records.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-76-3, item 22b

Chapter 14: International Organizations

B140509 Applicant Files - UN Specialized Agencies

Description: Correspondence with Specialized Agencies of the UN and with the Bureau of International Organizational Affairs regarding vacancies, potential candidates and related matters.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-3, item 23

B140510a Conference Arrangements Records

Description: Consist of telegrams, memoranda, correspondence and other documentation concerning all aspects of arrangements for hotels, drivers, rooms for meetings, and including a copy of the accreditation letter to the UN Office, Geneva.

a. Presidential and CODEL visits.

Disposition: Destroy when 10 years old.

DispAuthNo: NC1-84-76-3, item 24a

B140510b Conference Arrangements Records

Description: Consist of telegrams, memoranda, correspondence and other documentation concerning all aspects of arrangements for hotels, drivers, rooms for meetings, and including a copy of the accreditation letter to the UN Office, Geneva.

b. All other precedent cases.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-76-3, item 24b

B140510c Conference Arrangements Records

Description: Consist of telegrams, memoranda, correspondence and other documentation concerning all aspects of arrangements for hotels, drivers, rooms for meetings, and including a copy of the accreditation letter to the UN Office, Geneva.

c. All other records.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-76-3, item 24c

Chapter 14: International Organizations

U.S. Mission to the Organization of American States**B140601 Quarterly Printout of Non-U.S. Citizens, Staff Members and their Household Members, General Secretariat of the OAS.**

Description: Required by PL 92539 and PL 291 and contains the following information: Employee number, name, address, visa type, employment, grade, step, career date, nationality, termination date, dependent name, relationship, dependent nationality, visa type, birth date and remarks.

Disposition: Destroy when superseded.

DispAuthNo: NC1-84-76-4, item 1

B140602a Grievance and Complaint Files

Description: Complaints from Diplomatic Missions to the OAS as well as complaints by local citizens, businesses, and governments concerning diplomats' traffic violations, unpaid bills, rent complaints, etc.

a. Settled Cases.

Disposition: Destroy 1 year after settlement.

DispAuthNo: NC1-84-76-4, item 2a

B140602b Grievance and Complaint Files

Description: b. Unsettled Cases.

Disposition: Retire to the RSC when 5 years old. Retain in RSC until case is settled. Destroy 1 year after settlement.

DispAuthNo: NC1-84-76-4, item 2b

B140603 Change of Visa Status Correspondence Files

Description: Correspondence regarding requests for change of status of personnel belonging to OAS Secretariat and Foreign Missions to the OAS.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-4, item 3

B140604 Foreign Mission Protection Files.

Description: Consist of correspondence, reports and other documentation concerning demonstrations, bombings and other hostile acts taken or threatened against Foreign Missions to the OAS.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-4, item 4

Chapter 14: International Organizations

B140605 Tax Exemption Files

Description: Exemption requests and related correspondence pertaining to personal income, real estate, sales, etc., by OAS Mission members. Copies of original requests are sent via the Officer of Protocol for action.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-76-4, item 5

B140606 OAS Applicant File and Inquiries Files

Description: Correspondence and forms in the form of original letters and replies to U.S. citizens regarding employment with the OAS and/or the Department of State.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-76-4, item 6

B140607 Foreign Mission Representative Case Files

Description: Case files on foreign mission personnel, officers and employees of the OAS, as well as the individuals proposed for election to positions in the OAS and other organizations; consisting of general biographic data, interoffice memos, and related correspondence.

Disposition: Destroy 5 years after termination of assignment or employment.

DispAuthNo: NC1-84 77-1, item 1a

B140608a Privileges and Immunities of OAS Mission Personnel Files

Description: Requests for Departmental approval of diplomatic privileges and immunities for foreign mission personnel. Copies of requests are transmitted to S/CPR for action by memorandum for USOAS.

a. Completed cases (termination notices received).

Disposition: Destroy 1 year after receipt of termination notice.

DispAuthNo: NC1-84-76-4, item 8a

Chapter 14: International Organizations

B140608b Privileges and Immunities of OAS Mission Personnel Files

Description: Requests for Departmental approval of diplomatic privileges and immunities for foreign mission personnel. Copies of requests are transmitted to S/CPR for action by memorandum for USOAS.

b. Incomplete or Problem Cases.

Disposition: Retain for 3 years after departure, then destroy.

DispAuthNo: NC1-84-76-4, item 8b

B140609a General Hostship Matters Files

Description: Routine correspondence of an administrative nature, including correspondence with the OAS General Secretariat concerning information to be distributed to other OAS missions, Congressional and public inquiries regarding the OAS, and requests for statistical reports and information.

a. Items of a recurring nature (annual notices and requests).

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-76-4, item 9a

B140609b General Hostship Matters Files

Description: Routine correspondence of an administrative nature, including correspondence with the OAS General Secretariat concerning information to be distributed to other OAS missions, Congressional and public inquiries regarding the OAS, and requests for statistical reports and information.

b. Items of important historic or precedent nature.

Disposition: Permanent. Retire to the RSC when 10 years old. Transfer to National Archives when 20 years old.

DispAuthNo: NC1-84-76-4, item 9b

Chapter 14: International Organizations

B140610a Case Files - U.S. Citizens Employed in the OAS (Present and Former)

Description: Correspondence with the OAS regarding the transfer or detail of Federal Government employees to the organization for specified periods; resumes; inter office memorandums of conversation; correspondence (including original letters from the employees, Congressmen, attorneys, and interested individuals) and replies regarding employment matters of U.S. citizens who are present or former staff members of the OAS General Secretariat.

a. Active cases, including files on U.S. citizens currently employed in the OAS and former employees which are incomplete and/or contain unsettled problems.

Disposition: Destroy 3 years after separation of employee or termination of case.

DispAuthNo: NC1-84-76-1, item 10a

B140610b Case Files - U.S. Citizens Employed in the OAS (Present and Former)

Description: Correspondence with the OAS regarding the transfer or detail of Federal Government employees to the organization for specified periods; resumes; inter office memorandums of conversation; correspondence (including original letters from the employees, Congressmen, attorneys, and interested individuals) and replies regarding employment matters of U.S. citizens who are present or former staff members of the OAS General Secretariat.

b. Inactive cases on U.S. citizens whose appointments with the OAS have been terminated.

Disposition: Destroy 3 years after separation of employee.

DispAuthNo: NC1-84-76-1, item 10b

Chapter 14: International Organizations

U.S. Mission to the International Civil Aviation Organization**B140701a ICAO Program Files**

Description: a. ICAO Administrative Files. Includes ICAO documents and related correspondence concerning the organization and administrative operations of ICAO.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-78-7, item 1a

B140701b ICAO Program Files

Description: b. All other International Organization Administrative Files.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1 84 78 7, item 1b

B140702a Document Files

Description: a. ICAO Documents.

Disposition: Destroy when of no further reference value.

DispAuthNo: NC1-84-78-7, item 2a

B140702b Document Files

Description: b. IGIA Documents.

Disposition: Destroy when of no further reference value.

DispAuthNo: NC1-84-78-7, item 2b

B140703 Mission Administrative Files

Description: Consists of correspondence, reports and other documents accumulated incident to budget, personnel, general services and other administrative activities.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-78-7, item 3

B140704 Chronological Files

Description:

Disposition: Destroy when 1 year old except where used as an index to central subject files in which case destroy when related block of central subject files are retired.

DispAuthNo: NC1-84-78-7, item 4

Chapter 14: International Organizations

B140705 Mission Central Subject Files

Description: Consists of telegrams, airgrams and other correspondence concerning the economic, political and other substantive activities of ICAO, member and relevant non-member countries.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer immediately to WNRC.
Transfer to the National Archives in 5 year blocks when 30 years old.

DispAuthNo: NC1-84-78-7, item 5

U.S. Mission to the UN Industrial Development Organization**B140801 UNIDO Program Files**

Description: Consists of telegrams, airgrams, correspondence and other documents concerning all aspects of UNIDO operations and U.S. Representative actions relative thereto.

Disposition: Destroy when 3 years old.

DispAuthNo: NC1-84-80-1, item 1

B140802 Chronological Files

Description:

Disposition: Destroy when 2 years old.

DispAuthNo: Nonrecord

B140803 UNIDO Document Files

Description:

Disposition: Destroy when of no further reference value.

DispAuthNo: Nonrecord

Chapter 14: International Organizations

U.S. Mission to the International Atomic Energy Agency, Vienna**B140901 IAEA Program Files**

Description: Consist of telegrams, airgrams, correspondence, Memorandums of Conversation, Diplomatic Notes, memorandums and other documentation of the scientific, technical, economic and other substantive activities of the IAEA and its member countries.

Disposition: Permanent. Retire to RSC. Transfer to WNRC immediately. Transfer to the National Archives in 5-year blocks when 30 years old.

DispAuthNo: NC1-84-78-8, item 1

B140902 Chronological Files

Description:

Disposition: Destroy when related block of Central Files is retired.

DispAuthNo: NC1-84-78-8, item 2

B140903 Document Reference Files

Description:

Disposition: Destroy when no longer needed for reference.

DispAuthNo: NC1-84-78-8, item 3

B140904 Case Files - U.S. Citizens Employed by IAEA

Description:

Disposition: Destroy 3 years after termination of employment.

DispAuthNo: NC1-84-78-8, item 4

B140905 IAEA Meeting Files

Description: Consist of correspondence, telegrams, airgrams, memorandums and other documentation concerning nominations of people to attend meetings sponsored by the International Atomic Energy Agency, acceptance and rejection papers to be presented at the meetings, announcements concerning scheduled meetings and related matters.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-84-82-2, item 1
